

TITLE: Human Resource Management for Supervisors & Managers

DATES: April 23-27, 2007

TIME: 0830-1530

LOCATION: AFRRRI Conference Room

COURSE DESCRIPTION: This five-day course is for supervisors and managers who face the ever-increasing challenges in meeting their human resources management (HRM) responsibilities. This session will provide supervisors with the knowledge, skills and tools they need to successfully deal with day-to-day responsibilities of their human resource role.

By the end of this course, you will be able to do the following:

Describe the role of the supervisor and manager in public sector human resources management (HRM).

Describe the legal basis for equal employment opportunities (EEO) and identify the types of discrimination.

Describe the supervisor's role in position management and classification.

Identify strategies, considerations, and limitations for filling position vacancies.

Describe the five components of an effective performance management system and the supervisor's role in managing these components.

Identify the steps for understanding performance problems and describe the options for dealing with them.

Describe misconduct and the steps for taking appropriate disciplinary actions.

Identify quality of work life (QWL) initiatives and describe strategies for managing the impact on supervision and management.

Have a basic understanding of NSPS and what it means for the USU supervisor.

ELIGIBILITY: All probationary and relatively new civilian and military supervisors and managers and any supervisor needing a refresher. This course is ***mandatory*** for all probationary and new supervisors who have not taken 40 hours of supervisory training.

NOMINATIONS: Complete the On-Site Course Nomination Form (<http://www.usuhs.mil/chr/Nomination.doc>) and send to cedwards@usuhs.mil no later than April 9, 2007. Class size is limited. Registrations will be accepted on a first-come first-serve basis, with priority seating going to newly promoted supervisors.

FOR MORE INFORMATION: Call Cory Edwards or Theresa Spriggs at 295-3082.